Transfer to secondary school September 2027

For children born between 1 September 2015 and 31 August 2016

This leaflet is a summary of the information you need to apply for transfer to secondary school. Full guidance and an online application form can be found at **merton.gov.uk/admissions**

School Admissions
London Borough of Merton
Merton Civic Centre
Morden
Surrey SM4 5DX
admissions@merton.gov.uk

LONDON BOROUGH OF MERTON

Applying for a secondary school place

All parents and carers who wish their child to attend a secondary school must make an application through their home local authority before midnight on **31 October 2026**. To do this, visit **merton.gov.uk/admissions**.

The website provides further details of Merton schools and explains the admissions process. You will also find guidance and support in making your application. If you do not have internet access, you can use the internet at your local library for free, or an internet café, at work (with permission), and at some schools. If you are unable to access the information and application online, call 020 8274 4906 and request a paper copy.

We recommend you read the information on the website and apply online because:

- you will receive earlier notification of the result of your application
- no forms will get lost in the post
- the validation system prevents you from giving incorrect school names or numbers
- you will receive an instant email confirmation of your completed application once you have submitted it
- it is quick and simple, and no paper is involved
- there are no postage costs
- it is a safe and secure password operated system
- you can amend your application right up to the closing date

Open events

Subject to change – please check school websites for up-to-date information and booking details.

Merton school/website	**2026 open event information**
Harris Academy Merton www.harrismerton.org.uk	Open evening: Thursday 17 September 2026, 5–8pm. No open mornings. Last entry is 7.30pm, the bell will ring at 7.50pm for visitors to leave site by 8pm
Harris Academy Morden www.harrismorden.org.uk	Open evening: Thursday 1 October 2026, 5.30–8pm. Open mornings: 5, 6 and 14 October 2026, 9–10.30am.
Harris Academy Wimbledon www.harriswimbledon.org.uk	Open evening: Tuesday 15 September 2026, 5–8pm. Open mornings: 17, 22 and 29 September 2026, 9.15am and 11.30am. Entry is by ticket only, available from: https://www.ticketsource.com/harrisacademy-wimbledon
Raynes Park High School www.rphs.org.uk	Open evening: Thursday 24 September 2026, 3.30–6.30pm. Open mornings: 7 and 9 October 2026, 9am.
Ricards Lodge High School www.ricardslodge.merton.sch.uk	Open evening: Tuesday 22 September 2026, 5–7.30pm. Last entry 7pm. Open mornings: 28 September–2 October 2026, 9–10.30am.
Rutlish School www.rutlish.merton.sch.uk	Open evening: Thursday 17 September 2026, 5–7.30pm. Last entry 7pm. Open mornings (Year 6 only): 23 and 24 September 2026, 9–10.30am.
St Mark's Church of England Academy www.stmarks.anthemtrust.uk	Open evening: Thursday 24 September 2026, 5–7.30pm. Last entry 7pm. Open mornings: 15 and 29 September, 6 and 13 October 2026, 9–10am. All events ticket only, available from the school website: https://forms.office.com/e/CyfrbZ99Ag
Ursuline High School www.ursulinehigh.merton.sch.uk	Open evening: Wednesday 23 September 2026, 6–8.30pm. Open mornings (Year 6 only): 28 September–2 October 2026, 9–11am. All events ticket only, available from the school website: www.ursulinehigh.merton.sch.uk/admissions/open-events
Wimbledon College www.wimbledoncollege.org.uk	Open evening: Thursday 24 September 2026, 5–8pm. Last tours 7pm. Open mornings (Year 6 only): 28, 29 and 30 September 2026, 9am. All events ticket only, available from the school website: www.wimbledoncollege.org.uk/openevents

Open evening dates for schools outside Merton are available from individual school websites. If you miss the event you should contact the school to see if they are holding any additional viewing opportunities.

Supplementary forms and online test registrations

In Merton you will need to complete a supplementary form if you are applying for Ursuline High School or Wimbledon College, for a foundation place at St Mark's Church of England Academy or a Musical Aptitude place at Harris Academy Wimbledon.

Some schools outside of Merton will ask for a supplementary form to be completed, and some will require an online test registration. To find out if supplementary forms or online test registrations are necessary, together with the deadlines for these, please check the school's website for further details.

Completing your application

To apply go to **merton.gov.uk/admissions**. The online application form has several sections to complete. The information below is a guide to completing the online application. If you use a paper application form guidance is given on the form.

You may be asked some additional questions depending on the school preferences you name.

Parent or carer's details

- You will need to provide your name and address. The person applying on behalf of the child should be the person with parental responsibility for them.
- **Your contact details are vital;** please include an up-to-date telephone number and email address.

Your child

- We need your child's full name, date of birth and sex.
- The address on the application must be your child's permanent place of residence. It should **not** be a business, relative or carer/childminder's address or a temporary address that has been rented deliberately to secure a school place for your child. Address information will be checked and you may be asked to provide evidence. If the address being used is a rented property and you own a property elsewhere, please contact your home authority as they may need some additional information from you.
- You need to state whether or not your child is, or has previously been, in the care of a local authority – **looked after children/children in public care**. If the child meets the criteria to be classified as a child in public care you must enclose either a letter from the relevant local authority confirming the legal status of the child, a copy of the care order, or a copy of the special guardianship order. If your child was in state care overseas, please see admissions criteria on our website for full details of supporting evidence needed. merton.gov.uk/admissions
- Indicate if your child has an education, health and care plan (EHCP). If 'yes' you should contact your SEN caseworker to follow a different application process.
- Please select your child's current school or education provision from the menu.

Your secondary school preferences

- You may name up to six schools on the form. The schools do not have to be in Merton, they can be in any borough.
- Limiting the number of schools you name will **not** improve your chance of securing a place at your first preference school, but please do not name schools unless you are happy for your child to attend.
- Please think carefully about your **preference order**. If you receive an offer at a preference school it may not be possible to offer a place at a lower preference school later on if you change your mind.
- Please name any **sibling(s)**. You should check the admissions criteria for the school concerned as sibling rules may not be the same for each school, and not all schools give sibling priority. For most schools in Merton that give priority for siblings, sibling is defined as brother or sister, half brother or sister, adopted brother or sister, or step brother or sister, and, in every case, who is living as part of the same family unit at the same address.
- You may state a reason for your preference if you wish.
- If you are attaching supporting documents to be considered under medical or social criteria, you should tick the box to confirm this. **Medical or social reasons will not be considered unless supported by professionally written evidence** which should either be attached to the online application or emailed to admissions@merton.gov.uk. Please note that Merton will not seek evidence on your behalf.
- Your online form will inform you if any of the schools you name require a **supplementary form** and where these are available from.

Declaration and form submission

Please read the declaration carefully then submit the application.

If you move home or your circumstances change after completing your application, you must inform us via admissions@merton.gov.uk.

How places are allocated

Each admissions authority will have a set of criteria by which applicants are ranked and places offered. These are only relevant if the school has more applicants than places.

Schools are not informed of your preference order, and rank applications based solely on their published rules. The criteria for Merton schools can be found at **merton.gov.uk/admissions**.

Some schools will give higher priority within some of their criteria for those who live nearest to the school. You can find information about how far your local schools have offered to in recent years by visiting **merton.gov.uk/admissions**.

If your child is eligible for only one of the schools you listed as a preference, this will be the offer that is made to you. Where a child can be offered two or more of their preferred schools, the offer made will be for the highest preference school. Any lower preferences will be automatically withdrawn. For more details on how the process works go to **merton.gov.uk/admissions**.

Waiting lists

Your child's name will automatically be added to a waiting list for any higher preference school than the school offered. The letter giving the outcome of your application will give you more details of this based on the circumstances of your case.

Other enquiries

For all other enquiries relating to the school admissions process, please visit merton.gov.uk/admissions. Alternatively you can email admissions@merton.gov.uk.

Key dates

1 September 2026	Online applications can be made.
23 October 2026	Recommended date for parents applying using a paper form to submit their applications.
31 October 2026	Closing date for supplementary forms for Ursuline High School and Wimbledon College.
31 October 2026	**Closing date for applications. Applications received after this date will be regarded as late.**
7 December 2026	Latest date that an application that is late for good reason can be accepted. Reasons and evidence must be presented with the application before this date.
1 March 2027	Notification of outcome posted to parents who applied using a paper application form, by first class post.
Evening of 1 March 2027	**Results available for applications submitted online.**
May to June 2027	Admissions appeals.
July 2027	Students transferring to Merton secondary schools spend a day at their new school.

www.YoungMerton.co.uk *provides information on activities and opportunities that will help children and young people live, grow and thrive in Merton. The website includes information on available services that can provide them, or someone they know, with support to help through difficult times at school or at home.*

YOUNG MERTON